



# Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

## Planning Department

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1581 • Fax 231-242-1585

### Request for Statements of Qualifications

The Little Traverse Bay Bands of Odawa Indians, a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan invites your firm to submit a Statement of Qualifications to become eligible for a possible interview regarding professional engineering services. The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. You may call QBS at (517) 332 -2066 or e-mail questions to [qbssaginaw@charter.mi.net](mailto:qbssaginaw@charter.mi.net) about the standard selection procedure, or you may call the Little Traverse Bay Bands of Odawa Indians Planning Department at (231) 242-1580 for other additional information. In addition you may fax your comments or questions to the Planning Department at (231) 242- 1585.

**IMPORTANT:** If any of the items requested below duplicate or supersede information already submitted to the Tribe, please note that in your response, and indicate *specifically* which item you are referring to.

Attached to this letter are:

1. A list of materials and information which should be included in your Statement of Qualifications;
2. A general description of the preliminary scope of work; and

For firms that are selected for an interview, more detailed information will be provided at that time.

Four copies of your Statement of Qualifications should be sent to the following address and received no later than 3:00 pm Friday, May 27, 2016.

Little Traverse Bay Bands of Odawa Indians

Planning Department

Attention: Amanda Swiss

7500 Odawa Circle

Harbor Springs, Michigan 49740

Sincerely,

Amanda Swiss, Mobility Coordinator

## **Preliminary Scope of Work**

The project includes but is not limited to topographical survey, road design, engineering services, construction engineering and/or management, as well as all sealed construction drawings for the project. The project consists of approximately 644 ft. of new road development and approximately 28,000 square ft. of new parking lot development. This should include all provisions necessary for new road construction along with any necessary drainage, intersection, pavement and/or geometric designs that may be necessary.

The method of project delivery will be determined after consultations with the selected engineering firm. Design and thematic alternatives, plan presentation, and construction engineering/administration are services that will be considered.

The tribe has adopted a standardized procedure for awarding of construction contracts, as well as this standard selection process.

## **Statement of Qualifications**

Your Statement of Qualifications should be supplied on United States Federal Government Standard Form 330, along with that supplemental documentation which is required to meet the following criteria:

1. Complete list of capabilities and services provided by your firm.
2. Resumes of the staff proposed for the project, and the principles of the firm.
3. A list of references, local references preferred.
4. Sample reports and work products.
5. A brief history of the firm.
6. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work.
7. A copy of the certificate of General Liability Insurance; Workman's Compensation Insurance; and Professional Liability Insurance.
8. A list of all projects undertaken in the last 5 years, along with the dollar value of the projects.
9. A list of sub-contractors used by the firm, including all laboratories.
10. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
11. A summary of any pending or settled legal actions dealing with this type of project.

Responses must be in the order indicated above, and in tabbed format.